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In 1969, the Community Relations Commission issued a report on Negro white collar employment in commercial banks from September, 1965 to December, 1968.

Since 1968, minority employment in commercial banks has continued to grow. The following report compares the December, 1968 statistics with the level of minority employment achieved by June, 1969 and details the progress from June 30, 1969 to June, 1970. All of these statistics have been tabulated in Table I.

#### June 30, 1969

From December, 1968 to June, 1969, the percentage of blacks employed in all white collar positions had increased from 9.7% to 10.9%. Out of a total of 5,815 employees, 633 were black. In December, 1968, 22 blacks were employed above the office-clerical-teller categories. As of June 30, 1969, this figure had increased to 28. \*

Three of the seven commercial banks had black officers; two black officers had been added since the last report, making a total of four black officers out of a group of 721.

The percentage of administrative trainees had increased from 4.8% to 7.7%. In actual numbers, however, this gain represented only three new black administrative trainees. \*\*

In the other trainee category, black involvement jumped

#### Corrections:

- \* In the previous distribution of this report, the figures on blacks above the office-clerical-teller categories were erroneously reported as thirty in December, 1968 and fifty-one in June, 1969; mistakenly, blacks in the "other trainee" category were included in these figures. Generally, the "other trainee" category is training for office and clerical or teller positions, and would be considered below the office-clerical-teller categories. (see page 1)
- \*\* These administrative trainees were erroneously referred to as administrative assistants. (see page 1)

from 16% to 34.8%. At the end of 1968, only eight out of 50 trainees were black, but in June 30, 1969, 23 out of 66 trainees were black.

There was an increase in teller positions from 1,032 to 1,151, but there was no corresponding rise in black tellers.

In fact, the percentage of black tellers actually dropped from 9.6% to 7.5%. The percentage of black clerical workers, however, rose from 14.1% to 16.5%.

#### June, 1970

By June, 1970, the total number of employees in white collar positions had increased to 6,350 and the number of blacks increased to 761. Blacks then comprised 12% of the total, as compared with 10.9% one year earlier. Unfortunately, the number of black officers decreased to three (still in three of the banks) or .4% of the total 794 officers.

The percentage of black administrative assistants increased to 3.8% or 29 out of a total of 765. Most of these individuals, however, have been placed in main offices. Only three banks have black adminstrative assistants or officers in their branches.

The commercial banks added 45 administrative trainees during the year but only seven of these were black, and as a result, the percentage of black adminstrative trainees has been reduced from 7.7% to 4.7%.

On the other hand, there has been a significant increase in the number of black tellers. Thirty-six new black tellers were added during the year, an increase of 7.5% (87 out of 1151) to 10.5% (123 out of 1169).

Black involvement in office and clerical jobs has remained basically the same.

The percentage of blacks in the other trainee category rose from 34.8% to 39.7%. In addition, the banks are involved in a Federally funded project to train disadvantaged persons for jobs in the office and clerical categories.

As in previous years, the largest proportion of black employees are working in the lowest level white collar positions. At present, 75% of the blacks employed at the Commercial banks are working in office and clerical positions, whereas only 53% of the total work force in employed at this level. Twenty-four per cent of the new clerical employees were black, but in teller positions, only 12.9% of the new hires were black. The figure for black new hires is even lower in the higher job classifications.

The overall hiring rate of blacks at the seven commercial banks was 21.8% in June, 1970, as compared with the 19.3% rate of December, 1968 and the 20.7% rate of June, 1969.

Progress, therefore, continues at the same slow and steady rate observed since the beginning of this survey.

### Distribution of Black Employees

CRC is also concerned about the distribution of black employees in the Commercial banks. At the time of the last report, black employees seemed to be concentrated primarily in the downtown main offices with much less involvement in the branch banks. The distribution of the black employees in the commercial banks is detailed in Table II.

Between December, 1968 and June, 1969, total branch employment in the metropolitan area increased by 2%, but black representation during the same period dropped from 6.7% to 6.1%. At that same time black employment in main offices was 12.8% or more than twice as high as in the branches.

At the present time, however, black participation in branches appears to be gaining. Blacks now constitute 7.5% of all branch employment in the metropolitan area.

within the confines of Baltimore City, as might be expected, the figures showed considerably higher black employment last year. Blacks represented 12.8% of main office employment and 10.1% of branch employment; 12.4% of all Commercial bank employees were black. By June, 1970, blacks made up 13.6% of total city employment — 13.7% in the main offices and 13.1% in city branch offices.

Despite this improved overall picture, however, one of

the largest banks still employs no blacks in its branch offices.

Substantial progress in minority employment in the Commercial banks is beginning in the largest banks. Perhaps with the aid of the recent Guidelines on Employee Selection Procedures issued in August, 1970, by the Federal Equal Employment Opportunity Commission, all the banks will see a rise in their black hiring rate. While it is hoped that greater minority involvement in all levels of employment will continue, the decrease in the percentage of black administrative trainees is most disappointing. Only a vigorous effort in this area of employment will produce meaningful change in the administrative assistants area. In this category, CRC feels that all banks should plan to assure that one-half of their new hires will be black in 1971; this should be considered a minimum goal.

Increased emphasis in the whole area of affirmative action, flexibility, and innovation in hiring, promotion, and recruitment, as well as closer working relationships with the minority community is needed in order to achieve the objective of a truly representative work force.

# WHITE COLLAR EMPLOYMENT IN THE COMMERCIAL BANKS IN THE BALTIMORE AREA

	DE	DECEMBER 1968 JUNE 1969 JUNE					JUNE 1970	NE 1970	
	Total	Total Negro	% Negro	Total	Total Negro	% Negro	Total	Total Negro	% Negro
Officers	677	2	0.3	721	4	0.5	794	3	0.4
Administrative Assistants	737	15	2.0	777	16	2.0,	765	29	3.8
Administrative Trainees	103	5	4.8	104	8	7.7	149	7	4.7
Other Trainees	50,	8	16.	66	23	34.8	73	29	39.7
Tellers	1032	100	9.6	1151	87	7.5	1169	123	10.5
Office and Clerical	2757	391	14.1	2996	495	16.5	3400	570	16.8
OT AL	5 356	521	9.7	5815	633	10.9	6350	761	12.0

Table I

(December 1969 is omitted because all banks were not able to report for that period.)

# DISTRIBUTION OF EMPLOYEES IN THE COMMERCIAL BANKS

no.	JUNE 1969							JUNE :	1970							
	TOTAL		MAIN		BRANCHES		TOTAL		MAIN		BRANCHES					
	Total	Negro	Total	Negro	Total	Negro	Total	Negro	Total	Negro	Total	Negro				
Total Employment	5815	633	4160	532	1655	101	6350	761	4597	630	1753	131				
% Negro		10.9		12.8		6.1		12.0		13.7		7.5				
Baltimore City	4969	614	4160	532	809	82	5467	744	4597	630	870	114				
% Negro	1	12.4		12.8		10.1		13.6		13.7		13.1				

Table II